

# C-A OPERATIONS PROCEDURES MANUAL

## **1.20 C-A Policy for Valuable Material Security**

### **1. Purpose**

To protect valuable materials against theft or diversion, that could result in significant financial impact. To prevent the unauthorized release of valuable hazardous materials including radiological or chemical agents through criminal acts that would endanger employees, the public, or the environment.

#### **1.1 Definitions:**

Valuable material is defined as copper, tungsten, platinum, aluminum or other metals that are targeted by thieves, to be sold for their scrap or intrinsic value of more than \$1000, and is stored in one location.

#### **Note 1**

Scrap Metal Prices<sup>1</sup> per long ton (2240 pounds) delivered to the mill:

Ferrous metal \$53	Aluminum \$725
Copper \$1047	Copper Alloys (bronze, brass, monel, copper-nickel) \$972
Lead \$213	Stainless Steel \$190

1. As of 12/03

### **2. Responsibilities**

- 2.1 Group Leaders and Supervisors are responsible to comply with this procedure.
- 2.2 Inventory control shall be maintained by a C-A Department designee.
- 2.3 Key control shall be maintained in the C-A Department Chair's Office.
- 2.4 Reports of any loss of valuable materials shall immediately notify the Department Chair. The Department Chair shall report such events to the Associate Laboratory Director for High Energy and Nuclear Physics.

### **3. Prerequisites**

None

### **4. Precautions**

None

### **5. Procedure**

5.1 Group Leaders or Supervisors shall determine the value of the stored material.

5.1.1 When the scrap or intrinsic value of the material exceeds \$1000 and is stored in one location, at least **three** items in the following section of requirements must be followed. The following does not apply to materials that are in use in an accelerator or experiment, but do apply to materials that are placed in long term storage areas or in a staging area awaiting installation.

5.1.2 Group Leaders or Supervisors shall implement these requirements:

- Permanently etch or mark the materials with “Property of U.S. Government”, or apply permanent, tamper-proof tags with indelible marking stating “Property of U.S. Government.”
- Register the materials and their location in an Inventory System.
- Use stickers to warn potential thieves of a theft protection system.
- Enclose the materials in a storage area with locked fencing. Storage Yards are used by many and occasionally locks are removed and gates left open. These yards must be locked at the end of use each day. Much surplus equipment of significant value is stored in these yards for future use and is a potential target for thieves.
- Use electronic security systems.
- Keep heavy valuable materials and heavy-lifting equipment separated. Do not leave fork trucks near heavy valuable materials. This invites trouble by making it a lot easier for someone to steal the material.
- Secure heavy-lifting equipment with tire locks. Do not chain the units to a pole or a grommet in the ground. This offers a false sense of security. Once a thief operates a piece of equipment and pulls away, the chain just snaps and the thief is on his way.
- Secure material with chain and lock.

5.2 Key Control of keys used to access Valuable Material Areas, requires restriction and documentation of those who use the back-up keys and master keys.

5.2.1 Requirements for key control are as follows:

- Always eliminate or limit the use of the master key.
- Always keep the back-up keys in a locked key box.
- Always code the keys not to reflect the heavy-lifting equipment’s or storage

area's identity.

- Always secure the code sheet and key box key separately.
- Always keep a log of who checks out a back-up key.
- Always keep two keys on a hook for quick daily visual inventory.
- Always keep the key cutting machine and blanks secure.
- Always lock the room that houses the key box.

5.2.2 Keys to security areas shall be issued to appropriate Group Leader and Supervisors by the C-A Department Chair's office.

5.2.2.1 Security keys shall be maintained by the MCR for temporary off-hour use.

### 5.3 Inventory Control System requirements

5.3.1 Identify the location of valuable materials and equipment

5.3.2 Document the location of valuable materials and equipment.

5.3.3 Control the movement of valuable materials and equipment into and out of the C-A complex.

5.3.4 Review of the inventory shall be periodically reviewed.

## 6. **Documentation**

6.1 Documentation of the security keys issued to personnel shall be maintained in the Office of the C-A Department Chair.

6.2 A checkout log shall be maintained MCR for security keys issued to personnel.

## 7. **References**

None

## 8. **Attachments**

None